

**GRANT ASSISTANCE TO LOCAL LAW  
ENFORCEMENT AGENCIES PROJECT**

**REQUEST FOR PROPOSALS**



**GRAY DAVIS, *Governor***  
**State of California**

**MARIA CONTRERAS-SWEET, *Secretary***  
**Business, Transportation and Housing Agency**

**JERRY R. JOLLY, *Acting Director***  
**Department of Alcoholic Beverage Control**

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL  
REQUEST FOR PROPOSALS**

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>I. GENERAL INFORMATION</b>	
A. Introduction.....	1
B. Grantee Handbook .....	1
C. Submission of Proposals.....	2-3
D. Funding Duration.....	3
E. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement.....	3
F. Resolution from Governing Body.....	3
G. Proposal Components.....	3
H. Eligibility Criteria.....	4
I. Funding Priorities.....	4
1. General Priority Considerations.....	4
2. Program Specific Considerations.....	4

**II. PREPARING PROPOSALS**

A. General.....	5
B. Proposal Cover Sheet.....	5
C. Project Narrative.....	5
1. Background.....	5
2. Problem Statement.....	6-7
3. Project Objectives.....	7
4. Method of Procedure.....	7-8
5. Method of Evaluation.....	8
6. ABC Liaison.....	8
7. Statement of Intent.....	8
D. Budget Estimate.....	8-9
E. Other Funding Sources.....	9

**III. SELECTION OF PROPOSALS FOR FUNDING**

Evaluation and Selection.....	9
-------------------------------	---

**IV. PROCESSING GRANT AWARDS**

Notification of Grant Award.....	9
----------------------------------	---

**V. APPENDIX**

A. Special Programs	
B. Sample Objectives	
C. Common ABC License Types and Their Basic Privileges (ABC-616)	
D. Map Showing ABC Division Boundaries	
E. List of ABC Offices (ABC-501)	



## **I. GENERAL INFORMATION**

### **A. Introduction**

This Request for Proposals (RFP) furnishes grant applicants with the following:

- Procedures for preparing grant proposals
- Grant Forms
- Grantee Handbook

Once an RFP is issued, the ABC may only answer technical questions about the RFP and the Grantee Handbook. ABC staff cannot assist applicants with the preparation of their proposals.

All grants must comply with the requirements in the Grantee Handbook. Applicants selected for funding must retain a copy of this RFP, the Grantee Handbook and the standard State contract, as these materials are the requirements for the entire grant award period.

This RFP requires that proposals be submitted on the grant proposal forms or computer-generated forms. If computer-generated forms are used, they must duplicate the ABC forms and not allow the applicant more space than provided on the ABC forms.

Information must be provided as directed. This includes following all instructions, using specific forms and formats and providing requested information. Failure to provide the required information or to provide the information in the manner directed may disqualify the proposal or result in a lower rating.

### **B. Grantee Handbook**

The Grantee Handbook is a separate document from this Request for Proposal. Please consult the Grantee Handbook for fiscal provisions, implementation, and control of approved projects and project reporting requirements. ***Grant applicants should read the Grantee Handbook first to better understand the RFP.***

C. **Submission of Proposals**

**THE FINAL DEADLINE FOR RECEIPT OF ALL PROPOSALS AT  
THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL IS:**

**DATE:** March 14, 2003

**TIME:** 5:00 p.m.

**Mail or deliver proposals in an envelope to:**

**Department of Alcoholic Beverage Control  
Attention: Patsy Tomasello  
3810 Rosin Court, Suite 150  
Sacramento, CA 95834**

All proposals are date and time stamped upon receipt at ABC. Proposals received after the deadline will not be eligible for consideration. It is the responsibility of the applicant to ensure that the proposal is received by ABC by the specified deadline. ABC will not be responsible for a late or incomplete proposal due to mistakes or delays of the applicant or the carrier used by the applicant. ***A postmark is not sufficient.*** ABC will not accept electronic facsimiles (FAX) of the proposals.

Applicants **must submit five (5) copies** of the proposal with original signatures (not a stamped, photocopied or facsimile [fax] version) on at least one of the copies of the Proposal Cover Sheet. All copies must be legible.

ABC will not notify applicants regarding omissions or accept any late additions to the proposals.

All proposals will be rated solely on their content. Materials not included in the written proposal will not be considered.

The applicants must strictly adhere to the following:

- All of the required forms must be completed.
- Each form must be completed by the applicant. It is not acceptable to reference another section in lieu of completion (e.g., "See Section X").
- Proposals must be typed or computer generated. Typed or computer-generated letter characters must be no smaller than the equivalent of standard 12 pitch print. Page size must not exceed standard 8-1/2 x 11 inch paper.
- The applicant's response cannot exceed the space provided on the single side of each ABC form (or a computer-generated duplicate).
- No additional pages may be submitted unless indicated on the specific ABC form or RFP instructions.

- One (1) original plus four (4) copies of the proposal must be submitted.
- At least one (1) copy of the proposal must have original signatures on the Proposal Cover Sheet.
- Each copy of the proposal must be assembled separately and individually fastened in the upper left corner. DO NOT BIND PROPOSALS.

**If the applicant does not adhere to the items listed above, points will be subtracted from the application's total score.**

**D. Funding Duration**

Agencies selected for funding through this RFP will be funded for one year. Agencies responding to this RFP must budget funds for 12 months, **with funds being evenly spent throughout the grant year**. The grant period will begin on July 1, 2003, and end on June 30, 2004. (See the Grantee Handbook for full fiscal provisions.)

**E. Drug-Free Workplace Certification and Nondiscrimination Compliance Statement**

Applicants selected for funding will be required to sign contract stipulating they are in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by the State.

**F. Resolution from Governing Body**

If selected for funding, a resolution will be required from the governing body authorizing the applicant to enter into a contract with the State. It should be noted in the resolution that if an amendment to add additional funds is made to the original contract, an additional resolution is not necessary from the governing body to accept this additional funding. Applicants selected for funding will be required to submit an original or a current certified copy of the resolution. Once notified of selection, it is incumbent upon the applicant to place a resolution request on the local board or council agenda immediately to avoid funding delays.

**G. Proposal Components**

Please use the following checklist to ensure that all copies of the completed proposal contain the required components in the order listed below:

- Proposal Cover Sheet
- Project Narrative
- Budget Estimate
- Other Funding Sources

Failure to include all necessary forms may result in the rejection of the proposal or will result in a lower score in the rating process. ABC will not advise applicants that their proposal is incomplete prior to its rejection.

## **H. Eligibility Criteria**

In accordance with the State Budget Act, only law enforcement agencies within the State of California may apply.

## **I. Funding Priorities**

In awarding grants the ABC has established the following funding priorities, however, these are not necessarily listed in programmatic priority order:

### **1. General Priority Considerations**

- To provide funds to projects which operate in a service area where there is a high crime rate and/or an identifiable alcohol-related problem associated with alcoholic beverage licensed establishments;
- To provide funds to projects which represent the state geographically as defined by the Department of Alcoholic Beverage Control (Northern Division and Southern Division--see Appendix C);
- To provide funds to projects providing programs and services to medium to large population areas in order that as many persons as possible may benefit;
- To provide funds for rural projects recognizing that they provide needed programs and services to smaller communities and, in some cases, large geographical areas; and
- To provide funds for projects where there is a demonstrated need for services.

### **2. Program Specific Considerations**

- Demonstrated ability: The implementing agency should demonstrate experience working with the Department of Alcoholic Beverage Control.
- Coordination with community resources: Applicants should demonstrate a willingness and ability to have working relationships with other governmental agencies and community organizations.



## **II. PREPARING PROPOSALS**

### **A. General**

When completed, the following forms become the proposal to be submitted to ABC for consideration: Proposal Cover Sheet, Project Narrative, Budget Estimate and Other Funding Sources. Instructions for completion of each required form is provided either on the form itself or in the section describing the requirements. Each form must be completed according to the instructions.

### **B. Proposal Cover Sheet**

The Proposal Cover Sheet is the cover page for the proposal and serves as a preliminary agreement between the applicant and ABC. The individual signing the cover sheet for the applicant must be in a position to provide reasonable assurance that the project will conform to ABC requirements if selected for funding. This person's original signature (not a stamped, photocopied or facsimile [fax] version) must be on at least one copy of the Proposal Cover Sheet submitted to ABC.

A standard State contract (Std. 213) will be provided to applicants that are selected for funding. The contract is the agreement between the applicant and the ABC. The official signing the contract for the grantee must be the official designated by title in the resolution, which will also be required if selected for funding.

### **C. Project Narrative**

The project narrative is the main body of information which describes the applicant, the need for funding and the plan to address a community problem/issue through appropriate and achievable objectives and activities. The project narrative should be a detailed description of the project, explaining how it is designed, how it will be implemented, who will be involved, what results are expected, what data will be collected and how it will be evaluated.

The project narrative must be no more than eight (8) typewritten pages. Do not reduce standard 12 pitch print or standard paper size of 8-1/2" by 11". Reduction in print or paper size will be considered a violation of mandatory criteria and the proposal may be disqualified. See enclosed Grant Forms package for appropriate forms.

When preparing the proposal, follow the format and address each of the following areas (total points possible: 275):

#### **1. Background (20 points)**

Describe the implementing agency, including history, size, composition and structure of the organization. Discuss the primary mission philosophy, range and focus of services. Describe staffing, qualifications, programmatic responsibility and role of volunteers (if applicable). Discuss project supervision and evaluation responsibility. Clearly state the level of government or type of entity.

## **2. Problem Statement (50 points)**

The Problem Statement must clearly identify the area to be served, the specific problem the project will be addressing, why current resources are not meeting the need, how the applicant will address the problem through ABC funding and the impact the project will or should have on the problem. Include the following:

- a. A demographic description of the target area(s), including economic composition and significant social and crime factors.
- b. Does your local city attorney/district attorney prosecute underage purchasers as well as persons who furnish or sell alcoholic beverages to underage persons?
- c. Information about the ABC licensed establishments:
  - (1) The number of alcoholic beverage licenses, including on-sale [bars, restaurants] and off-sale [package stores] (Refer to enclosed form ABC-536, Statewide ABC License County by City and Appendix B, Common ABC License Types and their Basic Privileges.)
  - (2) Are there ABC licensed establishments that are disorderly, disruptive, require an inordinate amount of police services and/or result in community concerns or complaints?
  - (3) How did you identify them?
    - (a) The average number of calls for service to specific problem ABC licensed establishments, whether or not such call resulted in an arrest
    - (b) Complaints of any nature against specific ABC licensed establishments, including individual and community generated complaints
    - (c) Input from detoxification centers, hospitals, alcohol abuse and treatment centers, schools and community action groups
    - (d) Arrests for DUI in a given area
    - (e) Arrests for any offense committed at ABC licensed establishments
    - (f) Minor decoy ("sting") operations conducted

(g) Multi-agency task force operations conducted:

(4) What factors contribute to the problem?

(5) What factors are affected by the problem?

d. Attempts to Solve Problem

Describe any past efforts to resolve the problem and the general outcome of those efforts.

### **3. Project Objectives (65 points)**

The goals and objectives of this grant project are multi-faceted. The primary goal is to identify disruptive and disorderly retail alcoholic beverage outlets and thereafter implement fast-track enforcement action to remedy or eliminate problem-creating operations from the community.

In order to accomplish this goal it will be necessary to create and implement new multi-disciplinary community-supported programs that use the resources of ABC, your agency and other State and local agencies.

During the grant period, your sworn officers will be trained by an ABC investigator on ABC law, enforcement strategies and tactics, community resources and the administrative accusation process. Thereafter, the specially trained sworn officers would implement the strategies and tactics learned through the program as an ongoing, standard operating enforcement procedure of his or her department.

You are encouraged to be creative and to state your objectives by describing them in terms of tasks that you want to accomplish.

You are also strongly encouraged to utilize enforcement strategies that target the illegal purchasing of alcoholic beverages as well as the illegal sale of alcoholic beverages.

Objectives should be:

- Measurable
- Concise and deal with a specific item
- Realistic with a reasonable probability of achievement
- Related to a specific time frame

A list of sample objectives appear in Appendix A

### **4. Method of Procedure (45 points)**

Describe the activities to be performed to accomplish each objective using the following outline. The activities must describe what services will be provided to achieve the objective. Each objective may have more than one activity. Include a time frame for anticipated completion of each phase. (Be aware that some activities will be ongoing.) Describe the

staffing required to carry out the grant objectives and activities as supported by the proposed budget. Include the number of staff, type of staff and staff qualifications.

Phase I	-	Preparation Stage
Phase II	-	Preliminary Training
Phase III	-	Implementation
Phase IV	-	Community Involvement
Phase V	-	Data Gathering and Analysis
Phase VI	-	Final Report

#### **5. Method of Evaluation (20 points)**

The purpose of an evaluation is to measure the project's success. An evaluation compares the project objectives (what was planned) to the actual accomplishments. The evaluation may include a description of services or activities provided that were not initially planned. The evaluation should describe what actually was done, how much, when, for whom and by whom during the course of the project.

Describe the method to be used to evaluate this project. The evaluation plan should (1) state the major evaluation questions to be answered by this project (use your project objectives to determine your questions; e.g., "Did the project identify and target problematic ABC licensed establishments?"); (2) Identify the data to be used in the evaluation; and (3) measure cost effectiveness, if possible.

#### **6. ABC Liaison (25 points)**

Describe current or past experience the organization has had working with the Department of Alcoholic Beverage Control.

Describe how you believe your past experience working with ABC will help the success of your grant project.

#### **7. Statement of Intent (20 points)**

Describe your agency's intent to incorporate and continue to use the resources developed by the grant after grant funds are terminated

### **D. Budget (30 points)**

#### **General**

A sample budget display appears in the Grantee Handbook. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must be detailed and cover the entire grant period. Include only those

items specifically authorized; i.e., salaries, overtime, employee benefits, travel, operating expenses, and certain items of equipment. (Refer to Grantee Handbook, Chapter 1, for details on preparing your budget.)

#### **E. Other Funding Sources**

Complete the Other Funding Sources form to report the total funds available to support the project. This form will not be rated.

### **III. SELECTION OF PROPOSALS FOR FUNDING**

#### **Evaluation**

ABC will appoint a selection committee to read, evaluate and rate all proposals. (See Grant Forms package for the Rating Form.) To be considered for funding, the proposal must be complete and in accordance with the RFP and the Grantee Handbook. *Incomplete proposals may be rejected or result in a lower rating.*

Recommendations for funding will be based on the following:

- The proposal rating score
- Consideration of the funding priorities listed in Section I of this Request for Proposal

#### **Selection**

The selection committee will submit recommendations for funding to the Director, Department of Alcoholic Beverage Control, for final selection.

### **IV. PROCESSING GRANT AWARDS**

#### **Notification of Grant Award**

The following are the sequential steps the Department of Alcoholic Beverage Control will take in processing grant awards:

1. Applicants submit proposals to ABC
2. ABC receives proposals
3. ABC pre-screens proposals for eligibility
4. Selection committee reads and scores proposals
5. Selection committee submits selection recommendations to the ABC Director
6. ABC Director makes final funding decision
7. ABC sends selection notification letter to all applicants, successful and unsuccessful
8. ABC sends proposed contract documents to Department of General Services, Legal, for review
9. ABC sends approved contract to grant applicant for signature
10. ABC signs contract and sends fully executed copy to applicant

## **SPECIAL PROGRAMS**

The following is a description of Department enforcement strategies that, when used together in a comprehensive program, achieve dramatic results in combating alcohol-related crimes. We encourage all grant proposals to include all of these strategies.

### **LEAD** (Licensee Education on Alcohol and Drugs)

The LEAD Program is a free, voluntary prevention and education program for retail licensees, their employees, and applicants. It began on January 1, 1991 with a grant from the California Office of Traffic Safety. Since February 1995, the Department of Alcoholic Beverage Control has funded the program. Since 1991, the LEAD Program has trained over 106,260 people.

The curriculum is designed for licensees, managers, and employees. There is no separate management curriculum. Program length is 3-1/2 hours, except for Fairs/Special Events Training, which is 2 hours.

Participation is limited to 50 persons per class.

### **IMPACT** (Informed Merchants Preventing Alcohol-Related Crime Tendencies)

The IMPACT Program is a prevention and education program. Its main objective is to teach licensees how they can help reduce alcohol-related crime. The program is a change from the traditional law enforcement philosophy. It is designed as a crime preventive approach in a relaxed atmosphere of cooperation between merchants and law enforcement officers.

The IMPACT Program teams an ABC investigator with a local law enforcement officer. These sworn officers visit licensed outlets in a marked police vehicle. To create public awareness, the vehicle bears magnetic signs that read, "ABC ENFORCEMENT TEAM."

During their visits, IMPACT teams remind licensees of the responsibilities and accountability associated with the sale of alcohol. The officers also inspect licensed premises for compliance with State and local laws.

If a licensee is not in compliance, the officers will tell the licensee or employee on duty and provide copies of any laws or rules. Licensees must then correct any problem areas. Later, officers will conduct follow-up visits.

### **SHOULDER TAP**

A survey conducted by the Los Angeles Police Department indicated that as much as 46% of all minors who attempt to acquire alcohol use this method. The Decoy Shoulder Tap Program is an enforcement program that ABC and local law enforcement agencies use to detect and deter shoulder tap activity. During the program, a minor decoy, under the direct supervision of law enforcement officers, solicits adults outside ABC licensed stores to buy the minor decoy alcohol.

Any person seen furnishing alcohol to the minor decoy is arrested (either cited or booked) for furnishing alcohol to a minor (a violation of Section 25658(a) Business and Professions Code).

**SHOULDER TAP** (continued)

The Decoy Shoulder Tap Program is best used when a local law enforcement agency has already conducted a successful Minor Decoy Program. That is, where a majority of the licensees did not sell alcohol to the minor decoy. It is used when there is specific information or complaints that minors have turned to shoulder tapping rather than trying to purchase alcohol from a retail licensee.

**ROSTF** (Retail Operating Standards Task Force)

Section 25612.5 of the Business and Professions Code, which took effect January 1, 1995, requires licensed package stores and bars to take affirmative measures to prevent and eliminate nuisance conditions at the premises. The law requires licensees to, among other things, remove litter daily, control graffiti, provide exterior illumination, and keep windows clear of excessive signage.

ROSTF is a pro-active strategy to address public nuisance problems at the point of sale on a community-wide scale. ROSTF is operated similar to an IMPACT program, but ABC Investigators and local law enforcement officers gather evidence of specific violations of Section 25612.5, and put the offending licensee on notice to comply. If compliance is not achieved, then disciplinary action against the licensee is pursued.

**COPSINSHOPS**

The Cops in Shops is a Century Council program targeted at deterring minors from buying alcohol and keeping adults from buying alcohol for them. Off-duty, plainclothes officers pose as employees in licensed outlets to issue citations or make arrests for attempted purchase or furnishing of alcohol. Participating stores display posters and stickers with the slogan, "Under 21? Warning."

## SAMPLE OBJECTIVES

ABC provides the following samples to help guide you and give you ideas to build upon. Incorporate those that you believe will help solve the problems within your jurisdiction. We encourage additional objectives and urge you to **BE CREATIVE**.

1. To identify and target problematic ABC licensed establishments.
2. To develop and implement a multi-agency task force concept (involving ABC, Labor Law, Health Department, code enforcement, etc.).
3. To develop and implement an ongoing standard operating ABC enforcement procedure and training program within the agency.
4. To conduct \_\_\_\_\_ task force operations involving ABC licensed establishments each quarter.
5. To reduce calls for service at specific ABC licensed establishments or within a specific target area by \_\_\_\_\_. (Use statistics to show present problem.)
6. To prepare a written evaluation of the existing system of transmitting arrest reports involving licensees to the ABC (as required by Section 24202 Business & Professions Code).
7. To implement a new/improved system of transmitting arrest reports by \_\_\_\_\_ (specific time frame).
8. To increase communication and involvement with local community groups and citizen action committees by meeting with them at least \_\_\_\_\_ (specific number) times during each quarter.
9. To increase the number of disorderly/law enforcement problem administrative accusations filed against problematic ABC licensed establishments.

(Your local ABC office may be able to help you in determining the number of disorderly accusations filed against licensees within your jurisdiction over a specific time period.)

10. To conduct at least \_\_\_\_\_ minor decoy program operations in the city of \_\_\_\_\_ by \_\_\_\_\_.
11. To conduct at least \_\_\_\_\_ "Shoulder Tap" decoy program operations in the city/county of \_\_\_\_\_ by \_\_\_\_\_.
12. To conduct at least \_\_\_\_\_ "Cops in Shops" programs in the city/county of \_\_\_\_\_ by \_\_\_\_\_.

## APPENDIX B



13. To provide roll call training on alcohol related issues for all sworn personnel on a regular and continuing basis. (Be specific as to how often and when you plan to implement this objective.)
14. To coordinate and conduct an IMPACT (Informed Merchants Preventing Alcohol-Related Crime Tendencies) Program. (IMPACT uses a uniformed officer and an ABC investigator to conduct informative visits to every ABC licensed establishment within a law enforcement jurisdiction).
15. To schedule an educational seminar for all retail ABC licensees and their employees. The training will be provided by an investigator from the ABC's LEAD (Licensee Education on Alcohol and Drugs) Program.
16. To develop a policy and procedure to inform citizens in our community about this project and give periodic updates on the status and accomplishments of the project.
17. To implement a program designed to reduce DUI's which includes:
  - Routing all DUI arrest reports to ABC
  - (1) If ABC can identify the ABC licensed establishment involved, ABC will send a warning letter to the licensee.
  - (2) A subsequent arrest report identification would lead to an ABC enforcement assignment to investigate the establishment for sales to obviously intoxicated persons.

## **APPENDIX B**